

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, November 16, 2009

CALL TO ORDER

The meeting began at 5:30 p.m. in Conference Room 113 at City Hall.

ROLL CALL

Present: Dave Thomas, Ed Comerford, Anna Marie Jones and Ed Fuentes

City Staff: Human Resources Director Tami Yuki, Fire Chief Dennis Haag, and Public Services Director Klara Fabry.

APPROVAL OF MINUTES

The minutes of August 17, 2009 were approved.

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Current Recruitments

B. Review Job Descriptions

Fire Department

Fire Chief Haag said that he is expecting a vacancy in about a year. He said he prefers to have an eligibility list for Firefighter in place. Chief Haag stated that in the event that an unexpected vacancy would occur, he would be able to fill the vacancy quickly instead of waiting for a recruitment to establish an eligibility list. Chief Haag said that he has used FireHire in the past as a recruiting tool. FireHire is an outside agency that screens the candidates, administers the written and physical agility exam.

Director Yuki stated that following the written and physical agility exam FireHire places the candidates on a list. The City looks at the FireHire list and picks a certain amount of candidates. The City sends out applications to the candidates stating that the City has an opening and asks the candidates to return the application by a certain date. Director Yuki said that based on the applications received, the City screens the applications and invites the most qualified candidates for an oral interview.

Personnel Board Member Jones inquired if FireHire administers tests for EMT and Paramedics. Chief Haag said when the candidates sign up with FireHire, they have to designate if they are Paramedics/EMT. He said that the City could ask FireHire for two different lists in necessary, one with Paramedic only or a combination of Paramedic/EMT. Chief Haag also said that the City is not obligated to hire Paramedics if the agency has an EMT opening.

Personnel Board Member Fuentes asked if the recruitment process allows enough time to be prepared for an opening. Chief Haag said that the agency has to take in consideration the fact that the recruit has to be placed in an academy for 14 weeks. He said that the City sends the employee to a countywide academy, which is scheduled

twice a year; one in the spring and one in the fall. Chief Haag said that all new recruits that are hired in the County are placed in the same academy. All departments from the eight agencies in the County have the responsibility of some training function in the academy. This gives the recruit the opportunity to meet personnel from all eight agencies.

Personnel Board Member Thomas asked what was the reason that C Shift is one Captain short and would this affect the operation of the truck. Chief Haag stated that one Captain was moved to Fire Prevention. He said that 9 employees is the minimum staffing for a shift.

Review Job Descriptions

1. Fire Division Chief

Under "Definition" change "maintenance" to "management" and 4th sentence down under "Definition" capitalize "Plans".

Personnel Board Member Jones made a motion to accept the Fire Division Chief with minor changes. Personnel Board Member Comerford seconded the motion. The motion passed unanimously.

2. Fire Battalion Chief

Personnel Board Comerford asked why is the Fire Battalion Chief a non-exempt position. Director Yuki replied that the Fire Battalion Chief works in operations, and is not in administration. Personnel Board Member Thomas asked who determines who should be exempt and who should be non-exempt. Director Yuki said determination is made by Fair Labor Standards Act. We follow the Fair Labor Standards Act regulations to determine who should be exempt or non-exempt. Director Yuki said the Fire Battalion Chief does more operational work rather than administrative work.

Chief Haag said that the agency measures how much time the Fire Battalion Chief spends in administration versus time spent doing physical work.

Under, "Supervision Received", change to one sentence "Receives direction from the Fire Chief and may also receive direction from a Division Chief". Under "Selection Guidelines", delete, "NOTE".

Personnel Board Member Comerford made a motion to accept the Fire Battalion Chief with minor changes. Personnel Board Member Fuentes seconded the motion. The motion passed unanimously.

3. Fire Captain

Under "Supervision Received", change "Chief Officer" to "Battalion Chief and/or above". Under "Essential Duties" 5th and 6th sentence from the bottom change "Chief Officer" to "Fire Chief and above". Under "Essential Duties", delete "second paragraph from the bottom". Under "Peripheral Duties" delete, "3rd paragraph from the bottom". Under "Skill in" delete, "The operation of listed tools and equipment". Under Selection Guidelines" delete, "NOTE".

Personnel Board Member Fuentes made a motion to accept the Fire Captain with changes. Personnel Board Member Comerford seconded the motion. The motion passed unanimously.

4. Firefighter

Under "Supervision Received", add "above" to Fire Captain. Under "Essential Duties and Responsibilities", delete "cares for grounds around station". Under "Ability to", add "Maintain current knowledge of Fire Industry Standard" to both Entry Level and Lateral. Under "Peripheral Duties", delete "Assists in the connecting of telemetry" and add, "Monitors and uses software and related computer equipment". Under "Minimum Qualifications", delete "all three sentences". Move "Selection Guidelines" to the end of the job description. Under "Tools and Equipment Used" add "and to "Personal computer, phone".

Personnel Board Member Comerford made a motion to accept the Firefighter job description with changes. Personnel Board Member Jones seconded the motion. The motion passed unanimously.

Public Services Department

Public Services Director Fabry stated that the Streets, Stormwater and Wastewater Services Manager retired last year and the position was left open. She said as part of the budget, the City Council approved to eliminate that position and reorganize the department. By eliminating the Streets, Stormwater, Wastewater position, the Field Supervisor responsibilities increased. Field Supervisors took over the responsibilities of the Services Manager for Streets, Sewer and Stormwater. For consistency purposes the same change was proposed in Water. The Field Supervisor in Water would have the responsibility of the Water Services Manager as in Streets, Sewer and Stormwater. The existing Water Services Manager position was modified to include Water Conservation responsibility thus establishing the new position of Water System and Conservation Manager.

1. Maintenance Services Manager Series

Director Yuki stated that the Parks Services Manager and Building & Facilities Manager are not on the Community Services Department organizational chart. These two positions are vacant at the present time and are not budgeted positions. Director Yuki said the reason that the two positions were left in the Maintenance Services Manager Series is to give the department flexibility if the incumbent in Parks & Facilities Manager position was to retire.

Under "Supervision", add "Services" to Deputy Public Works Director. Add "s" to "Building" in the "Building and Facilities Manager". Under "Essential Duties & Responsibilities", add "period" after "special requirements". Under "Essential Duties & Responsibilities" add "s" to "Service". Under "Peripheral Duties" delete sentence "Exhibits and practices support for management decisions". Under "Ability to", add "s" to "prepare". Under "Skills In" delete the sentence "Operation of listed tools and equipment". Under "Special Requirement", add "maintain".

Under "Knowledge of", in the Parks Services Manager Series, the Board questioned the meaning "Basic concrete construction", and under "Ability to", the Board also questioned the meaning of "Interaction between trees and sidewalks". Director Yuki said that Community Services Director Schwartz was unable to attend the

Personnel Board meeting because of a previous commitment. Director Yuki will get back to the Board regarding the two sentences in question.

Under "Additional Essential Duties" in Water Services Manager change the first sentence to "Oversee the Management of the Water System related assets and equipment with the goal of short term and long term sustainability". The Board concurred that the first sentence in the "Streets and Storm Services" and "Wastewater Services Manager's should be changed also. The second sentence Under "Additional Essential Duties", delete "complete".

Personnel Board Member Thomas asked what is the difference between Water Services Manager and Water System and Conservation Manager. Public Services Director Fabry said that the Water Services Manager manages the maintenance of the infrastructure. The Water System and Conservation Manager manages the resource not the system.

Personnel Board Member Thomas said if both the Water Services Manager and the Water System Conservation Manager report to the Deputy Public Works Director the two positions are equal. Director Yuki said that the Water System and Conservation Manager is a higher position than Water Services Manager. The Water and Conservation Manager could act in the absence of Deputy Public Works Director.

Personnel Board Member Thomas said moving the Field Supervisors up to Water Services Manager will eliminate the working position of the Field Supervisor. Public Services Director Fabry replied that the Field Supervisor is a supervisory position; therefore, as a Water Services Manager he will have to make the same decisions as he did before. Director Fabry said that the Field Supervisor and the Services Manager have been combined into one position.

Personnel Board Member Comerford made a motion to place all Services Managers on hold including the Parks Services Manager job description until Director Yuki gets back to the Board regarding the two sentences in question.

The Board will meet again at 5:30 pm. on Wednesday, November 18, 2009.

ADJOURNMENT

The meeting adjourned at 7:57 p.m.

Respectfully submitted,

Marie Fir
Secretary